



AGR VACANCY ANNOUNCEMENT

HUMAN RESOURCES OFFICE ALASKA ARMY NATIONAL GUARD PO Box 5800 FORT RICHARDSON, ALASKA 99505-0800		ANNOUNCEMENT NUMBER: AGR AR 04-10	
		OPENING DATE: 5 MAY 2004	CLOSING DATE: 4 JUNE 2004
POSITION DESCRIPTION: S-1 90A	GRADE: Minimum: O-1 Maximum: O-3	OPEN FOR FILL: <input type="checkbox"/> STATE <input checked="" type="checkbox"/> NATIONWIDE	
UNIT OF ACTIVITY/DUTY LOCATION: HHC, 297 th Support Battalion Wasilla, AK		CURRENT AK ARNG OPENINGS: INTERNET ADDRESS: https://55.1.6.189/hro/hro.htm	
MILITARY ASSIGNMENT: HHC, 297 th Support Battalion Wasilla, AK		EVALUATION FACTORS USED: Review of individual applications and/or personal interviews	

Who May Apply: ZONE 1, 2, 3, and 4

- ZONE 1. On-board AK ARNG AGR members. Must have held current duty position for minimum of 18 months.
- ZONE 2. All Alaska Army National Guard members
- ZONE 3. All Alaska Army and Air National Guard members
- ZONE 4. Nationwide (All military members eligible for membership in the AK ARNG)

All applications will be accepted, however, first consideration will be given to current on-board AGR members (Zone 1) of the AK ARNG. Applicants must meet Chapter 3 physical standards IAW NGR 40-501 and AR 40-501. Soldiers must meet initial eligibility requirements of AR 135-18, Table 2-1.

How to Apply: Complete applications must be received in HRO-AGR office no later than 1600 or postmarked on or before the closing date. US government postage paid envelopes or government facsimile machines (FAX) may not be used in submitting applications. Qualified applicants may submit or mail applications as described below to the address in the upper left corner of this announcement.

APPLICATION PROCEDURES: All applications must be signed and dated with original signature. Applicants may include copies of their Certificates of Training that may be applicable to the position you are applying for. If the required documents/forms are not submitted with the application package, a letter of explanation must be provided. Incomplete application packages received will not be considered and will be returned.

1. NGB Form 34-1 (Application Form for Active Guard/Reserve (AGR) Position) **(NO BINDERS/DOCUMENT PROTECTORS)**
2. Most recent SF 88 and SF 93 or DD Form 2807-1/2808 (Report of Medical Examination), if report is over 6 months, a valid annual medical certificate (DA Form 7349-R) must be attached
3. Full-length photograph in Class A uniform (current within 12 months)
4. Copy of DA Form 2-1/(ORB) or Report of personnel military service history
5. Copies of the last five OERs
6. NGB Form 23, NGB Form 23b (RPAS Statement-For NG Only) or DD Form 1506 (Statement of Service-For Active Component Only)
7. DA 705, APFT Scorecard, current within 12 months and if applicable DA Form 5500-R/5501-R
8. Copy of PQR (Personnel Qualification Record) (SIDPERS generated report for ARNG only)
9. Copy of all DD Form 214 and current AGR orders if applicable
10. Copy of current state drivers license (must be valid)
11. Security clearance verification memorandum from Personnel Security Manager

QUESTIONS: Call AGR Manager, COM (907) 428-6242, DSN (317)-384-4242 or COM (907) 428-6458 or DSN 384-4458

SELECTING SUPERVISOR: MAJ Alison M. Queair

DUTIES: Plans, organizes, and assigns work to employees on the basis of difficulty of assignments or details employees to other duties as necessary to meet changing work situation, deadlines, or priorities. Reviews work through reports and personal observation for adherence to procedures and standard practices. Supervises WG employees engaged in personnel and administrative work. Originates and prepares or approves formal requests for filling vacancies, promotion, reassignment, appointment and other status changes. Approves and disapproves leave and recommends action in such unusual cases as the granting of advance leave or/and recommends action in such unusual cases as the granting of advance leave or LWOP. Receives formal grievances and resolves, at the lowest possible supervisory level. Takes necessary informal disciplinary action and proposes to higher authority specific, appropriate formal action as warranted. Recommends employees for training and/or development. Implements the provisions of equal employment and employee relations programs, and keeps employees informed on all aspects of the state personnel program pertaining to their situations, either directly or by referral to the appropriate subject-matter specialist. Sets performance and evaluates personnel and provides guidance to subordinate supervisors on performance standards. Reviews and approves or disapproves requests for assignments or details. Conducts continuing review of command activities and programs to insure that assigned units are effectively and efficiently progressing toward the desired readiness status. Recommends to the commander policy and procedures or changes thereto and develops detailed instructions for implementation by staff sections, technicians and subordinate units. Reviews unit status reports, property inventory reports, strength reports, etc. Keeps abreast of new policy statements, regulations and directives issued by headquarters. Provides input to studies relating to reorganization, relocation of units, logistical support, personnel practices, use of training facilities, etc. Visits subordinate units on a regular basis to provide guidance and assistance, to ensure command programs have been implemented and to evaluate their effectiveness. Makes day-to-day decisions for the commander in the areas of personnel, instruction to staff members, and replies to request from higher headquarters or local authorities. Investigates and recommends appropriate action on accidents of such incidents as property loss or complaints involving units or individuals of the command. Coordinates with civic officials, club officers, shopping center personnel and school officials for such things as recruiting activities, community support projects.

Minimum Eligibility Criteria: Must be or be eligible to become a member of the Alaska Army National Guard. Must be able to serve at least 5 years in an active military status prior to completing 18 years of active Federal Service, on the date of mandatory removal. Must be able to complete at least 10 years of continuous service in an AGR status prior to Mandatory Removal Date. Must meet medical standards prescribed by AR 40-50. Must not be a candidate for an elective office, hold a civil office, or are engaged in partisan political activities. Must not be under a current suspension of favorable personnel actions. Applicants who voluntarily separate from the AGR program for one or more days are not eligible to reenter the program for one year from date of separation without an NGB waiver. Applicants must not be entitled to receive Federal military retired or retainer pay or Federal civil service annuities and not be eligible for immediate Federal civil service annuities. Individuals who voluntarily resign from the AGR program in lieu of mandatory or involuntary separation action are not eligible to reenter the program. Individuals who have been separated from other military services for cause, unsuitability, or unfitness for military service are not eligible to enter the AGR program. Must have or be able to obtain a current Alaska Drivers License.

INSTRUCTIONS TO COMMANDERS/SUPERVISORS: This position vacancy announcement will be given the broadest possible dissemination. A copy of this announcement will be posted on your unit/activity bulletin board. Selecting supervisor will contact qualified applicants for interviews. After the Human Resources Officer (HRO) approves the selection package, the HRO office will send a notification letter to all applicants of their selection/non-selection. The selection of an applicant is not final until the individual has been notified by the HRO-AGR. After the selecting supervisor makes a selection, the "routing" of the selection package begins and ends with HRO.

THE ALASKA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER

Eligible applicants will be considered without regard to race, sex, age, marital status, religion, national origin, or political affiliation or any other non-merit factor. Due to restrictions in assignment to certain units and MOS some positions may have gender restrictions.